Site Review Tracking Form

This form is optional. Other methods of documentation may be used as long as they clearly show that all reviews are completed as required. Each site must be reviewed at least 3 times per year, according to the approved CACFP application. At least 2 reviews must be unannounced. At least 1 unannounced review must include the observation of a meal service. No more than 6 months may elapse between reviews. All new sites, sites in new locations, or sites that have been closed more than one month must receive a pre-operational visit prior to program participation. New sites and sites in new locations must be reviewed within the first four weeks of program participation. If serious deficiencies are identified, the next review of that site must be unannounced.

Fiscal Year (Octo	ober 1 – September 30)
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Site Name	Site	Pre-op	First Four	Review 1	Review 2	Review 3	Follow-up revi
	Number	visit Date:	week visit Date:	Date:	Date:	Date:	Date:
				Unannounced	Unannounced	Unannounced	Unannounced
				Y N	Y N	Y N	Y N
				Meal (circle one) B A L P D E	Meal B A L P D E	Meal B A L P D E	Meal BALPDE
				Follow-up needed	Follow-up needed	Follow-up needed	Follow-up nee
				Y N	Y N	Y N	Y N
Site Name	Site #	Pre-op visit	First Four week visit	Review 1	Review 2	Review 3	Follow-up rev
		Date:	Date:	Date:	Date:	Date:	Date:
				Unannounced Y N	Unannounced Y N	Unannounced	Unannounce Y N
				Meal (circle one)	Meal	Y N Meal	Meal
				BALPDE Follow-up needed	B A L P D E Follow-up needed	BALPDE Follow-up needed	BALPDI Follow-up nee
				Y N	YN	YN	Y N
Site Name	Site #	Pre-op visit	First Four week visit	Review 1	Review 2	Review 3	Follow-up rev
		Date:	Date:	Date:	Date:	Date:	Date:
				Unannounced Y N	Unannounced Y N	Unannounced Y N	Unannounce Y N
				Meal (circle one)	Meal	Meal	Meal B A L P D I
				BALPDE Follow-up needed	BALPDE Follow-up needed	BALPDE Follow-up needed	Follow-up nee
				Y N	Y N	Y N	Y N
Site Name	Site #	Pre-op visit	First Four week visit	Review 1	Review 2	Review 3	Follow-up rev
		Date:	Date:	Date:	Date:	Date:	Date:
				Unannounced Y N	Unannounced Y N	Unannounced Y N	Unannounce Y N
				Meal (circle one)	Meal	Meal	Meal
				BALPDE	BALPDE	BALPDE	BALPD
				Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N	Follow-up nee Y N
Site Name	Site #	Pre-op	First Four	Review 1	Review 2	Review 3	Follow-up rev
Site value	5100	visit Date:	week visit Date:	Date:	Date:	Date:	Date:
		Date.	Date.				
				Unannounced Y N	Unannounced Y N	Unannounced Y N	Unannounce Y N
				Meal (circle one)	Meal	Meal	Meal
				BALPDE	BALPDE	BALPDE	BALPD
				Follow-up needed Y N	Follow-up needed Y N	Follow-up needed Y N	Follow-up nee Y N
Site Name	Site #	Pre-op	First Four	Review 1	Review 2	Review 3	Follow-up rev
		visit Date:	week visit Date:	Date:	Date:	Date:	Date:
		1	Ì	Unannounced	Unannounced Y N	Unannounced Y N	Unannounce Y N
				Y N			1 11
				Meal (circle one)	Meal	Meal	Meal